

## TOWN OF VERNON

P.O. Box 54 Vernon, CT 06066 www.vernonfire.com



#### STAFF MEETING MINUTES

September 3, 2013

Chiefs:

Call, Eppler, Landry

HSO:

Hammick

Captains:

Andresen, Crespo, Maguda, McKinney, Muniz, Shepard, Solito

Lieutenants:

Robertson, Schambach

Communications:

**Tautic** 

Ambulance:

Gauthier

Fleet Manager:

Westcott, Robinson

Fire Police:

Fluckiger

**Special Members:** 

Carpenter, Galley

The meeting was called to order at 7:03 p.m. by Chief William Call. Motion was made/2<sup>nd</sup> (Landry/Solito) to accept the August Staff Meeting Minutes.

Payroll is due tonight.

#### Training Report:

- Training Committee Report from 8/22/13 is attached.
- Operational and Training Report for September is attached.
- Sept Department Drill will focus on search and rescue. See attached.
- Target Safety Rescue & Extrication exercise was due for completion on 8/31/13.
- F/F Tuttle and St. John have successfully passed driver training.
- Equipment lists are still needed by the end of the week.
- A volunteer is needed to train/teach usage of the new truck cleaning devices and pressure washer. Public Works (Dwight) will be asked if they can help with training.
- Cascade system issues need to be reviewed by the Executive Board.

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13 SEP -5 AM 8: 29

- Don Westcott and Ron Scussel will be conducting driver training sign off. Ron will be primary. Approval is needed from one or the other, not both. Trailer Training will also be forthcoming.
- Newly qualified drivers should not be running emergency calls solo. Additional driving practice should be given.
- The Junior Division will again be joining the Boy Scouts of America organization.
- MSDS sheets have been put into a consistent format and now referred as SDS. Training needs to be completed. The Ambulance Company will have its own training.
- Live Burn activities are conducted in Hartford for recruit classes only. Captain Shepard discussed that live burn training needs to be available for other interested members of the department. A Saturday or Sunday may provide more opportunity for members to participate. It will be brought up for discussion at the next Training Committee meeting. Glastonbury/Newington/Bloomfield facilities will be investigated. Captain Shepard offered to assist.

#### **ADMINISTRATION REPORT** – A/C Landry:

Department Family Picnic is scheduled for September 14, 2013 from 1300-1800.
 Sign up sheets need to be submitted to A/C Landry by next Tuesday a.m. (9/10/13) for food counts.

Fleet Manager Positions were announced. Don Westcott and James Robinson will be fulfilling the duties. Job description copies were distributed at the meeting.

#### **MEMBERSHIP:**

- Karen Colt has been assigned to the Junior Division to assist with training.
- Mike Sereby has transferred to Support Services effective immediately.

#### Company Assignments:

James Doyle - ET 141 Lance Brooks - ET 141 David Boulais - ET 241 Sean DZuranda - ET 241 Peter Langone - ET 341

#### Resignations:

Raymond Estwick has resigned from ET-441. Tyler Eppler has resigned from the Junior Division.

#### Health & Safety: Hammick

- Email will be forthcoming regarding flu shots
- HSO has a couple extra vests if they are needed.
- Federal AFG grant preparation is beginning. SCBA will most likely be the main item needed.
- Physicals can resume. Department I.D. and driver's license are needed for CorpCare. Members
  can see their personal MD and have the physical packages completed while doing annual exams.
  Further discussion tabled at this time.

#### Fire Marshal: See attached.

- Effective tonight occupancy will begin in the main building @ 1Ellington Avenue. The building is sprinkler protected. A tour will be planned.
- At the main entrance of RGH in the document box, there is a set of keys for all doors in the hospital. All schools will also have these document boxes.
- S&S Gas Station is progressing well.
- Talcottville Mill construction begins October 1<sup>st</sup>. A dry hydrant is suggested @ the pond. There will be a hydrant on Main Street and another in the complex. More info will follow.

#### EMD: No Report

#### Communications:

• Engine 441 now has had their headsets installed. T-541 headsets are awaiting the truck's return. R-441 headsets are on order. These are the last two pieces for install.

#### Fleet Manager: Westcott

- R-541 air compressor needs to be rebuilt
- ET-241 rollup doors have been repaired.
- ET-341 will go out of service this week for brake inspection
- A paper trail will follow with copies to the Captain when repairs are completed.
- Shelton Fire Dept. would like to see R-141 Wednesday @ 7:00 p.m. They have not been able to contact Captain Landry.

#### Technology:

- All requests from last month are done except for Cat 5 cable for station 341. Jon Andresen will
  obtain.
- Password resets were requested via email/phone calls. It worked well.
- Dave will see Junior Gauthier tomorrow.
- Station 441 printer is displaying error messages. Staff was instructed that from Firehouse Software you must select the printer. It appears the prints from Station 4 are coming through the Station 6 printer. Dave will investigate.

#### Central Supply:

- The following members still need to bring in their old boots so that they can be swapped for their new leather boots that have come in:
  - 1. #723: C. Devaux
  - 2. #739: C.Bartos
  - 3. #770: T.Schnetzer

Next steps are to exchange the (5) members' boots that did not fit and make an appointment to fit members that were not present in the initial July gear/boot fitting. The next fitting date will be communicated.

For members that were initially fitted in July, we will advise you when your new gear arrives. Please start preparing for your new gear by washing your old gear. Your old gear needs to be washed when it is returned to Central Supply in order to receive your new gear.

#### SCBA:

- Flow Testing will be completed on 10/11/13. Shipmans will be coming out. Please make sure equipment is visible.
- Station 341 bottles can go out.

#### **Uniforms:**

• Cory needs to send an email regarding members who are eligible for Class A Uniforms.

#### Old Business:

• Chief Call reviewed hose/prices. 1 3/4" hose has been ordered for pumpers. Once hose is received it will be hose tested. He discussed other hose items that have been ordered. Hoses that are over 20 years old will not be tested and will need to be discarded.

- Jim Robinson will assist with Parade communications. The Chief would like to send a department email on Thursday reminding of the parade.
- St. Firefighters Convention Parade in South Windsor on 9/21. Chief Call would like a good turnout. They have asked for Firefighter resources for weekend assistance (Friday/Saturday). Once times are known the Executive Board will send an email for volunteers.
- Station 341 door was discussed. Chief Call needs to meet with the Town Administrator and Public Works. There is a dispute at this time as to who will pay for it. This is a safety issue as the building is not secure. Captain Crespo stated they suspect that unauthorized people may be entering the building. The police dept should be called when these instances occur.

#### New Business:

- Prices for bar code reader for inventory control are being investigated.
- A professional is being hired to secure the exterior of Amerbelle.
- Heater for the inflatable shelter has been received. Training will need to be completed prior to putting it in service.

#### **Upcoming Events:**

• Ellington Parade will be held on 9/7. T-141, R-141, ET-541, ET-141 will attend.

#### Good & Well Being:

Motion was made/seconded (Galley/Solito) to adjourn the meeting @ 8:10 p.m.

Respectfully submitted,

Diane Carpenter, Secretary



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## Training Division Training Meeting Minutes ~ August 22, 2013

#### **Open Meeting**

Meeting started @ 19:03 with the following members in attendance:

Exec.	A/C Eppler	ET-441	Lt. Redshaw
ET-141	No Representation	R-441	No Representation
R-141	Lt. Schambach	ET-541	Lt. Babcock
T-141	Excused	T-541	No Representation
ET-241	Capt. Lucus, FF Orlowski	Fire Police	Lt. Konarski
ET-341	Capt. Crespo	Ambulance	
E-441	No Representation	Special	

The reading of the minutes from the July 18, 2013 meeting was waived.

#### **Review of the July Department Drills**

· Night Drills:

ICS for MCI: Drill went well for all officers in attendance. Basic overview of all roles and responsibilities for positions that should be assigned.

ICS Overview: Drill went well, basics were covered including roles, positions, process and a practical setup of treatment area.

ICS Mini Practical: 2 simultaneous practical activities that went well. Some minor items were discussed during the post review held immediately after the drill. Good participation by those in attendance.

· Day Drills:

No report.

Junior Drill

No scheduled training due to July in the Sky activities the same week.

#### September Department Drills

- Night Drills
  - 9/16/13, Search and Rescue Overview: All companies, 19:00 at VCMS auditorium, outside presenter to go over search and rescue planning, techniques and equipment.

- 9/23/13, Search and Rescue Techniques: All companies, 19:00, location t.b.d, outside instructors, practical line search and K-9 searching.
- Day Drills

T.B.D.

Junior Drill

9/3/13, Ropes and Knots with R-441.

#### Feedback From Staff Meeting / Executive Board / Standing Committees

- Staff Meeting Highlights (Staff meeting notes were distributed via email) Officers received a training session on sprinklers.
- Recruitment Committee / New Recruit Training Next Recruit class is underway, Captain's will be invited to the live burn / skills test scheduled for Sunday, September 8.

#### **Training Committee Issues**

#### **Old Business**

- Target Solutions Incident Response Safety was assigned for August and due at the end of the month.
- Mass Casualty drill was completed very successfully. A final report will be generated from which any additional training or procedures can be addressed from.
- Looking into a weekend pump class for the Fall. Need to coordinate with the CFA.
- Still working on getting a CIRMA safe driving class brought into town. Most likely in the late Fall timeframe.
- Discussion on trailer training and sign off process. Need to discuss with new Chief Engineer when appointed.
- No updates from CFA if Vernon was selected for any 2014 CFA Calendar classes.
- Discussion held on aligning Target Safety topic with drill topic? Members present interested in seeing TS Course Catalog.
- Other Old Business None

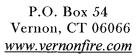
#### **New Business**

- Sanitary cleaning of new headsets and what can be safely used.
- SDS Training (replacements to MSDS).
- The new Rescue Randy was delivered to Station 141. The existing Station 441 Rescue Randy was found.
- Helmet markings for medically trained members to make it easier for ambulance members to know levels of medical training.
- Other New Business None.

#### **Close Meeting**

The meeting was adjourned at 20:05. The next scheduled Training Committee meeting is Thursday, September 19, 2013, 19:00 at the Public Safety Building. All companies need to be represented and all interested members are welcome.







## Training Division DEPARTMENT DRILLS FOR SEPTEMBER, 2013

## CAPTAIN'S, PLEASE POST THIS NOTICE

### **September Department Drills/Activities:**

## Monday, September 16<sup>th</sup>:

Search and Rescue Overview:

All companies, 19:00 at VCMS auditorium, outside presenter to go over search and rescue planning, techniques and equipment.

## Monday, September 23<sup>rd</sup>:

Search and Rescue Techniques::

All companies, 19:00, location t.b.d, outside instructors, practical line search and K-9 searching.

## Monday, September 30<sup>th</sup>:

Department Meeting

All Members, 19:00 @ Station 141



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## **Operations and Training Report for September, 2013**

- The Training Committee met on August 22, 2013 at the Public Safety Building. Minutes from the meeting are attached. The September Training Committee meeting will be held on Thursday, September 19, 19:00 at the Public Safety Building.
- September Department training will be Search and Rescue. The drill schedule is attached.
- The live burn and practical test for the new recruit class will be held this Sunday, September 8, at HFD, company officers of companies getting new members from this class are invited to attend.
- The Mass Casualty drill was held and overall very successful. Wrap up meetings are being conducted and a final findings report will be put together.
- The Target Safety class "Rescue and Extrication" was due August 31<sup>st</sup>, Captains need to run their reports to verify compliance.
- No assignments were made for Target Solutions yet. Notification will go out once assignments are generated.
- I have not heard from the state regarding our hosting request for CFA 2014 Training Calendar classes.
- FF Tuttle and R-441 and FF St. John of E-441 have successfully passed their testing requirements and are both now Engineers on their respective pieces.
- I still do not have all the equipment needs lists yet. If I do not have them by the end of this week I will consider the company has no equipment needs.
- Still looking for an interested member to take the lead on the new truck cleaning devices and pressure washers.
- The new Rescue Randy is in and at Station 141. He is to be stored in the bag provided.
- Several issues with cascade systems have been reported. This will be addressed shortly and once the new systems are finalized, training will be conducted.

Please contact me with any questions or clarifications,

A/C Eppler



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**SOG # 201.10** (vr 1)

Job Description Fleet Manager

Revised Date: Sept 3, 2013

Approved by

## Purpose:

This section shall outline the job title Fleet Manager of The Town of Vernon Fire Department along with the requirements and responsibilities.

### Fleet Manager (Captain - Staff Officer)

### 201.10.1 Requirements

Appointed by the Fire Chief of the Town of Vernon Fire Department

## 201.10.2 Responsibilities

The Fleet Manager is responsible for the coordinating the repairs and maintenance of all apparatus under the control of the fire department. Any change in the status of the apparatus shall be reported to Executive Board members and Company Officers. The Fleet Manager reports to the Administrative Assistant Chief.

## The Fleet Manager's duties are further amplified as follows:

- 1. Shall work closely with each company's 2nd. Lieutenant regarding the state of readiness, upkeep, and maintenance of their assigned apparatus.
- 2. Shall monitor and coordinate the work of "Public Works" and "Outside" mechanics. Shall keep track of all cost and time worked by mechanics.
- 3. Shall maintain repairs and cost figures of each piece of apparatus.
- 4. Shall road test all apparatus as the Fleet Manager deems necessary. When road testing the Fleet Manager shall notify the Company Officer in Charge that he is taking the apparatus on a road test.
- 5. May remove apparatus from service when necessary. Upon removal of the apparatus from service, shall notify the Executive Board members and respective Company Officers. An Executive Board member shall arrange cover assignments while apparatus is out of service.
- 6. May be called upon to perform driving exams (hands on) for acceptance of new Engineers, cross training existing Engineers, and if requested assist the Assistant Chief of Operations with pump/rescue/aerial operations testing.

## Job Description Fleet Manager

- 7. May be called upon to train or supervise training of existing Engineers on newly acquired apparatus prior to the apparatus being placed in service.
- 8. Shall prepare an annual apparatus maintenance budget request and quotation cost to the Fire Chief for approval on major repairs.
- 9. Shall prepare an annual report prior to the annual meeting in reference to the prior year's apparatus repairs and conditions.



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**SOG # 201.11** (vr 1)

Job Description Assistant Fleet Manager

Revised Date: Sept 3, 2013

Approved by

### Purpose:

This section shall outline the job title Assistant Fleet Manager of The Town of Vernon Fire Department along with the requirements and responsibilities.

## Assistant Fleet Manager (Lieutenant - Staff Officer)

## 201.11.1 Requirements

Appointed by the Fire Chief of the Town of Vernon Fire Department

## 201.11.2 Responsibilities

The Assistant Fleet Manager is responsible assisting the Fleet Manager for the coordinating the repairs and maintenance of all apparatus under the control of the fire department. Assistant Fleet Manager shall report to the Fleet Manager.

The Assistant Fleet Manager's duties are further amplified as follows:

- 1. Shall work closely with the Fleet Manager regarding the state of readiness, upkeep, and maintenance of their assigned apparatus.
- 2. Shall assist with tracking the work of "Public Works" and "Outside" mechanics. Shall keep track of all cost and time worked by mechanics.
- 3. Shall assist with maintaining records of repairs and cost figures of each piece of apparatus.
- 4. Shall road test all apparatus as the Fleet Manager deems necessary. When road testing the Fleet Manager shall notify the Company Officer in Charge that he is taking the apparatus on a road test.
- 5. May remove apparatus from service when necessary. Upon removal of the apparatus from service, shall notify the Executive Board members and respective Company Officers. An Executive Board member shall arrange cover assignments while apparatus is out of service.
- 6. Shall assist with preparing an annual apparatus maintenance budget request and quotation cost to the Fire Chiefs for approval on major repairs.
- 7. Shall assist preparing an annual report prior to the annual meeting in reference to the prior year's apparatus repairs and conditions.



## Fire Marshal's Monthly Report for August, 2013 Submitted for September 1, 2013

#### **Current FMO Projects:**

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue; 37\* existing buildings and 7 new construction sites were inspected during August.

\*Deputy Fire Marshal Call handled an additional 5 existing building inspections.

The Fire Marshal and Deputy Fire Marshals investigated 5 fires and alarms during August.

The Amerbelle Mill complex continues to be monitored. Conditions at the mill complex will be periodically checked and various enforcement / compliance actions will be pursued.

FM Walker worked with Capt. J Fisher of the TVFD and the supporting mutual aid fire companies to assure coverage of the Town during the August MCI drill. Two ems emergencies were responded to.

#### **Upcoming FMO Projects:**

During September the FMO anticipates that:

The inspection of schools and child day care facilities will continue with an emphasis on the inspection of operational practices.

Preparations for the 2013 fall fire prevention program will move forward. The national theme this year is "Prevent Kitchen Fires".

Work on the mill complexes at 200 West Main St and 47 Main St is expected to continue and an increase in the level of activity is anticipated.

#### Respectfully,

Raymond A. Walker, Jr. Fire Marshal

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